GLOUCESTERSHIRE EDWARDS & WARD CATERED SCHOOLS:

Procedure for the payment of school 2014 Christmas lunches

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1. Document purpose

The guidance contained within this document will help you efficiently collect, bank and record additional payments you will need to collect for 'one-off' Christmas lunches.

2. Payment mechanisms and related procedures

To ensure your school office isn't burdened with numerous one off cash 'Christmas lunch' payments payers should be encouraged to pay for these meals on ParentPay or at a local PayPoint store. We suggest you communicate this payment preference at the same time you promote the availability of your Christmas lunch. You should also offer to provide ParentPay activation codes for payers who are yet to activate their account enabling them to not only pay for the 'Christmas lunch' but also for other school items via ParentPay in future – helping your school move towards a totally cashless environment.

There are two ways payers can pay for a Christmas lunch:

1. **(Preferred) Payment method: ONLINE OR THROUGH PAYPOINT:** Pay online using their ParentPay account or through PayPoint. Please see **Appendix A** for further guidance

2. **(Alternative) Payment method: CASH/CHEQUES:** Cash/cheques payments can be taken to the school, (if the school still accepts these payments methods). The school must manually enter the payment on to each pupil's ParentPay account using the Credit/debit screens. **These should not be entered as Visitors**. Please see **Appendix B** for further guidance

Procedures for 'Central Schools' accepting 'one-off' cash payments

Cashless Central Schools that take cash as a one off payment must complete the paying in slip exactly as the example for banking it with GCC.

Please Note: Academy and Voluntary aided schools should bank as normal.

Please Note: Adult Meals should be recorded on ParentPay under the individual or a visitor account. Under the Catering Contract adult meals are not to be paid to GCC but the money is to go directly to Edwards & Ward so **no adult payments should be paid into GCC (Central Schools) bank account.**

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3. Preparing for 'one-off' payments in ParentPay

For parents wishing to pay for Christmas lunches online on ParentPay; we suggest you reduce the minimum payment amount for the month of December to the cost of your school meal: ensuring you can cater for 'one-off' payments for Christmas lunches.

Please note: Please ensure you increase the minimum payment amount again after the Christmas meal date.

To reduce the minimum payment on the dinner money service please:

1. Log into ParentPay
2. Go to Payment items > View or edit existing payment item and locate the dinner money payment item
3. From the Actions menu select 'Edit payment item'
4. Edit the 'minimum amount' payment and save your changes

4. Appendix A: PayPoint

PAYPOINT: Parents can pay at their local PayPoint store using a unique barcoded letter or existing PayPoint card provided by your school.

If parents are unable to pay for their child using PayPoint or ParentPay, then they can pay £2.20 in cash or cheque to the school. You need to record these payments in ParentPay to ensure Edwards and Ward will not raise invoices to schools (See Appendix B).

5. Appendix B: Manual Recording of Cash or Cheque Payments

To record cash and/or cheque payments please go to the Finance section of ParentPay and click on 'Cash and cheques'. Please refer to the ParentPay Complete User Manual for assistance on how to record cash received and then 'bank' the money to complete the process. From the homepage of your ParentPay site (once logged in), click on 'Help' and then select 'ParentPay support website'. A link to the user manual can them be found on the support homepage.

Alternatively please follow this link to the same site: ParentPay Support Site

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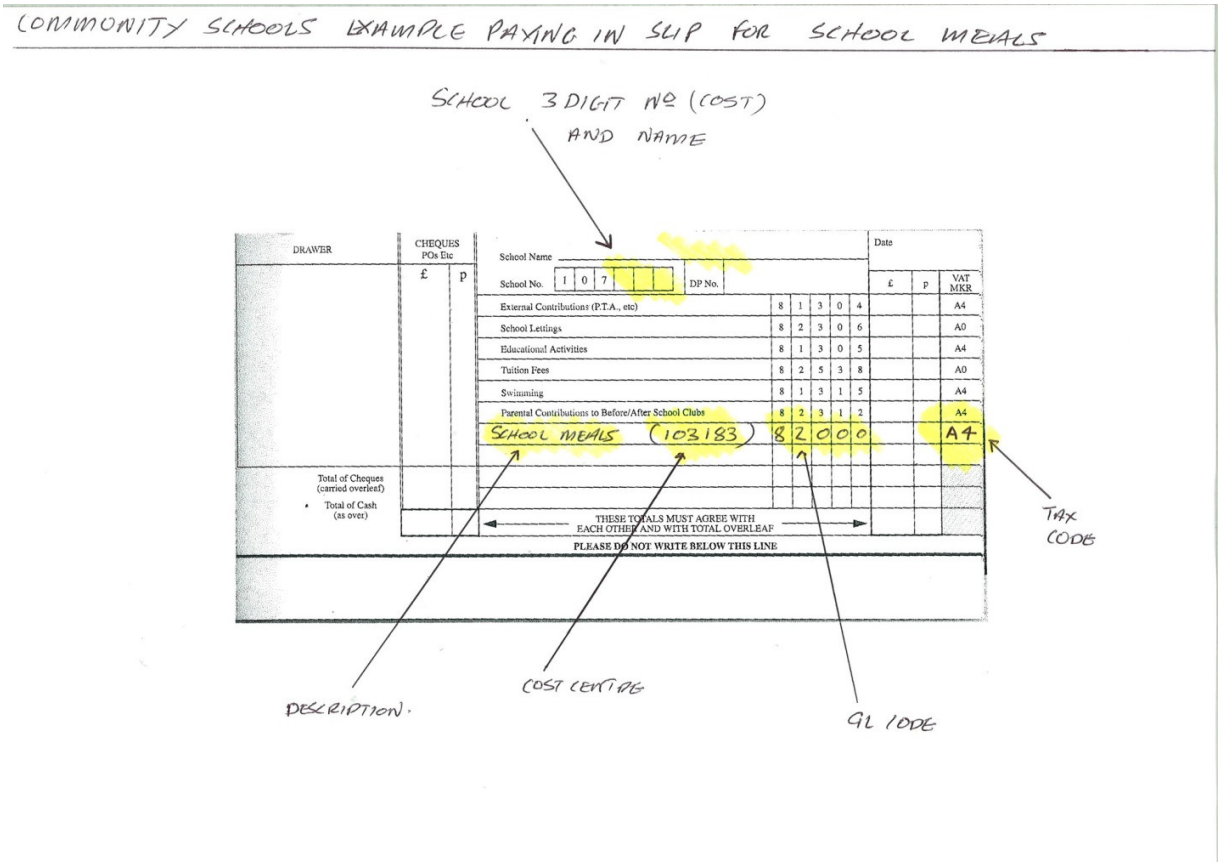
6. Appendix C: Paying In Slip


COMMUNITY SCHOOLS EXAMPLE PAYING IN SLIP FOR SCHOOL MEALS
SCHOOL 3 DIGIT Nº (COST) AND NAME
DRAWER
CHEQUES POs Etc
£ p
School Name
School No. 1 0 7
DP No.
Date
£ p VAT MKR
External Contributions (P.T.A., etc) 8 1 3 0 4 A4
School Lettings 8 2 3 0 6 A0
Educational Activities 8 1 3 0 5 A4
Tuition Fees 8 2 5 3 8 A0
Swimming 8 1 3 1 5 A4
Parental Contributions to Before/After School Clubs 8 2 3 1 2 A4
SCHOOL MEALS (103183) 8 2 0 0 0 A4
Total of Cheques (carried overleaf)
Total of Cash (as over)
THESE TOTALS MUST AGREE WITH EACH OTHER AND WITH TOTAL OVERLEAF
PLEASE DO NOT WRITE BELOW THIS LINE
TAX CODE
DESCRIPTION
COST CENTRE
GL CODE

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